

## Digital Trustee Role Description

PSC Support is the only UK charity solely focused on improving the lives of people affected by PSC and funding PSC research. We are looking for a Digital Trustee to help us evaluate and implement new digital software/ platforms with a particular emphasis on information security.

### Vision and Mission

Our vision is to see a world without PSC.

Our mission is to improve the lives of people with primary sclerosing cholangitis in the following ways:

- **Research** - we will establish a pathway towards finding a cure or effective treatment for PSC.
- **Information and Support** - we will provide support and information to improve the quality of life and wellbeing of people affected by PSC.
- **Improving Care** - we will advocate for the highest standards of care for people living with PSC.

### Responsibilities of all Trustees

- Support and provide advice on PSC Support's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee PSC Support's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve PSC Support's financial statements.

- Provide support and challenge to PSC Support's Chief Executive in the exercise of their delegated authority and affairs.
- Keep abreast of changes in PSC Support's operating environment.
- Contribute to regular reviews of PSC Support's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgement, acting legally and in good faith to promote and protect PSC Support's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of PSC Support's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.

## Specific Duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee has special expertise.

## Specific Duties of a Digital Trustee

Provide thought leadership on the role of digital in PSC Support's operations and implement this vision.

- Highlight the opportunities and the risks of digital in relation to our strategy
- Translate the risks and opportunities of digital for other Trustees, to enable the board as a whole to engage in an informed way
- Provide strategic oversight in the creation and implementation of our digital strategy
- Support the Chief Executive in the evaluation and implementation of new digital platforms/software used by the charity with particular emphasis on information security

## Qualities of all Trustees

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Ability to work at a strategic level whilst understanding the detail and complexities of delivery, and the influencing skills needed to bring staff and stakeholders along with plans.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Ability to analyse risks and opportunities, and take a balanced approach to both.
- Enthusiasm for our vision and mission.
- Long term commitment to PSC Support.
- Willingness to lead according to our values:
  - Transparency: we are transparent and accountable to all our stakeholders.
  - Together we're better: we work collaboratively with all our stakeholders to deliver the best outcomes for PSC patients.
  - Patient voice: patient involvement and contribution enables patients' voice to be heard in all aspects of our work.
  - Tenacity: we will never give up hope. We will never give up our search for a cure.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Specific Qualities of a Digital Trustee

- Experience of working at a senior management / leadership level
- Demonstrable and practical experience of delivering transformational change to business technologies and processes, to deliver cost savings and service improvements for customers
- Experience of current agile project management practices, open source, cloud platforms and digital services
- Strong communicator – willing and able to help the board understand digital

## Time Commitment and Location

- The Board meets once a quarter (4 times a year) using virtual conferencing (2hours)
- The Board is occasionally called upon for advice or to update on ongoing matters, or to make more urgent decisions by email.
- One to two face-to-face meetings each year are allotted to strategic planning and lasting the whole day
- Some ad hoc committee/working group activities
- Papers are distributed one week in advance of meetings
- Trustees can claim out of pocket expenses incurred in travelling to meetings
- The term for a Trustee role is three years